Details Job ID : 382

**Title :** Bookkeeping Specialist II **Job Code :** 933

**Salary**: \$2,366.00 (Monthly) **Grade**: 9

Tenured: YES

## **Job Departments**

· Administrative Services - Auditing Services

# **Purpose**

RESPONSIBLE FOR ASSISTING WITH AND MONITORING COMPLIANCE WITH THE CIRCUIT COURT CLERKS' AND MASTER COMMISSIONERS' ACCOUNTING MANUALS.

### **Required Qualifications**

Education: High School Graduate or GED

**Education Substitute:** None

**Experience:** 3 Years of Related Experience

### **Job Required Knowledge**

• 3 YEARS OF RELATED EXPERIENCE MUST BE AS BOOKKEEPING SPECIALIST I

## Job Skills/Abilities

- MUST BE ABLE TO TRAVEL STATEWIDE
- EXCELLENT COMMUNICATION SKILLS
- ADVANCED COMPUTER SKILLS

### **Job Duties**

- PERFORMS DUTIES OF A DEPUTY CLERK BOOKKEEPER IN EMERGENCY SITUATIONS
- TRAINS DEPUTY CLERKS ON THE AUTOMATED BOOKKEEPING SYSTEM
- ASSISTS CIRCUIT CLERKS' OFFICES IN CORRECTING AUDIT FINDINGS
- SUBMIT WRITTEN REPORTS AS REQUIRED
- OTHER DUTIES AS ASSIGNED

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